

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF RAIL AND TRANSIT**

CONFERENCE REPORT

DATE OF MEETING: August 21, 2013

LOCATION OF MEETING: NHDOT, 5 Hazen Drive, Concord NH – Franconia Notch
Conference Room – RM 205

MEMBERS:

Nik Coates, Central NH Planning Commission
Regina Flynn, Department of Health and Human Services
Terry Johnson, Healthy Eating Active Living NH
Grant Klene, Department of Resource and Economic Development
Erik Paddleford, NHDOT Rail and Transit
Dave Topham, Bike-Walk Alliance of NH

GUESTS:

Larry Keniston, NHDOT Rail and Transit
Tom Jameson, NHDOT, Planning and Community Assistance

SUBJECT: Bicycle and Pedestrian Transportation Advisory Committee (BPTAC)

NOTES ON MEETING:

The meeting started at approximately 1 pm with welcome and introductions.

Approval of July Minutes

Nik Coates asked the group to review the minutes of the July 17, 2013 meeting and to provide any comments to Larry Keniston for finalization. Draft Minutes from July 17, 2013 are posted on the NHDOT bike/ ped website until the final version is completed.

BPTAC meetings are public, meeting minutes and meeting schedules will be posted to the NHDOT bike/ ped website.

Bylaws Update

Bylaws are in the process of being written. The committee reviewed the bylaws and discussed some possible changes that should be made to the current draft including:

- Review terms of service – 4 year terms are too long, go with 2 years instead.
- Add a mission statement.

- Add goals and objectives section.
- Section 5 – Special Meetings – should be 7 calendar days notification, not 15 days.
- Remove secretary position from subcommittees, since subcommittees are relatively small.
- Include “promote active transportation” in the Section 3 – Function.
- A section about “conflicts of interest” should be added due to the potential that members could be rating projects.
- Add something on removal on members in case the need ever arises.

Nik asked the committee to further review the bylaws and have any edits to him by next Friday, August 30. Nik will incorporate all comments received and a revised mission statement into a draft for review by the committee by the next BPTAC meeting. The final version will be submitted to NHDOT for review and approval.

Advocacy Update

The end of the Transportation Enhancement (TE) program was discussed. Certain milestone dates need to be met in order to be sure program funds are obligated by September 30, 2015. Obligated is when FHWA has approved the project and funding. Projects must advertise by January 2015. Any TE funds remaining after projects are completed can be distributed to other projects.

The new Transportation Alternatives Program (TAP) combines the safe routes to school, scenic byways, and old TE programs together. The Recreational Trail program (RTP) would take \$1.2 million off the top of the TAP funding dependant on governor approval.

50 % of states have not used any of the TAP program funds yet.

Some states use Highway Safety Improvement Program (HSIP) money for bike and ped related projects. BPTAC should look into this as a potential funding source. HISP funds are being used for a High intensity Activated crossWalk (HAWK) system for roadway crossing of the Goffstown Rail Trail.

Work has been done on vulnerable user legislation with support from 6 NH Representatives. Legislation should be filed in September.

BWA-NH – has selected someone for the Executive Director position, money for this position comes from donated funding as well as funding from BWA-NH. The BWA-NH board members will take part in board member training.

Finalize Work Program

The committee discussed the FY 2014-2015 Work Plan and funding. Projects include:

Tier 1 Projects (financing secured)

- Bicycle Pedestrian Plan and Design Recommendations – Initial idea is to have the money run through a regional planning commission in order to speed the process of consultant/ engineer selection. A qualification-based process will most likely be used to select a consultant/ engineer. The regional planning commission would act as fiscal agent for the project.
- Develop a Bicycle and Pedestrian Inventory – RPC would be fiscal agent as in previous. Multiple projects could be conducted by the same engineer/ consultant in order avoid duplication of efforts. This inventory may be combined with the bike ped plan above.
- Mapping of suggested bicycle routes – For updating the state bicycle maps this time, the possibility of having them on a Google based map was brought up. Mass Dot has a Google based bicycle map that looks good. This would allow for easier updating over time as hazards are inventoried. A printed “bicycle route book” similar to the one produced by MaineDOT could be developed for recreational riding.
- Develop Bicycle and Signage Program – Nate Miller from Upper Valley Regional Planning Commission did a pilot project with signage alerting drivers to the “3-foot” rule in the upper valley area. Nate will be on a subcommittee to work on developing a statewide signage program.
- Bicycle and Pedestrian Counting Program – develop a statewide program to collect bicycle and pedestrian usage statistics.
- Statewide Bicycle and Pedestrian Impact Study – this could be combined or incorporated into the bike/ ped plan similar to the bike/ ped inventory.
- Grantmaking for Technical Assistance, Design, Engineering, and Construction – there has been a meeting of the sub-committee working on this project. A meeting needs to be set up with NHDOT Rail and Transit to determine what agreements need to be in place if projects are on State owned property.
- Provide Guidance on Design and Maintenance Issues
- Plan A Biennial Work Session - this will be developed for 2015.

Tier 2 Projects (financing not yet secured)

- Bike/ Ped Friendly Communities Initiative
- Develop Local Complete Streets Policy Guidance
- Outreach and Marketing Plan
- Hazard Inventory and Incident Reporting System

- Update Drivers Education and Training Manual and Roll Call Law Enforcement Program

It was discussed that it would likely be more efficient and cost effective if one consultant is hired to work on multiple projects above since they are related and contracting and management would be more straightforward working with a single entity. For example, the Bicycle Pedestrian Plan and Design Recommendations should be combined with the Statewide Bicycle and Pedestrian Impact Study and/ or possibly another Tier 1 project.

The process for accessing funding and how a consultant contract will be administered still needs to be discussed with NHDOT.

Slate of Nominations

The committee reviewed subcommittee nominations. There will be one subcommittee for each of the projects in the FY 2014-2015 Work Plan. The committees will consist of 5-6 people. Nik went over subcommittee member's backgrounds and experience. The committee confirmed the subcommittee selections. There are still a few slots available on various subcommittees for additional members.

Subcommittee Expectations and Process

It is envisioned that, at least for the first few months, subcommittee meetings will take place monthly. A "kickoff" conference call is planned with the subcommittees to introduce members and go over expectations, agendas, project scoping, and deliverables. Agendas and minutes of subcommittee meetings will be provided to the main BPTAC on a monthly basis. A member from the main BPTAC will be on each subcommittee, so its expected that monthly updates will be provided at the main BPTAC monthly meetings.

Nik will review and further develop the mission statement for the committee to go with the bylaws.

Grant mentioned there is a new "Community Recreation Specialist" position at DRED who may take the DRED slot on the committee. Grant will keep the committee notified to any changes that may take place regarding his position on the BPTAC.

Homework

Review bylaws – return edits to Nik by Friday August 30, 2013

Identify any other subcommittee members and forward surveys to them

Next Meeting: September 18, 1-3 pm, at DOT